



APPLICATION FOR SITE PLAN REVIEW

CITY OF KANNAPOLIS PLANNING DEPARTMENT

This application and all required submittal items (see page 2) should be submitted to The City of Kannapolis Planning Department at 401 Laureate Way, Kannapolis, NC 28081.

A pre-application meeting is recommended for all major site plans submittals and is available upon request.

Please contact Ryan Granata, Senior Planner, at 704.920.4355 to schedule a pre-application meeting.

Upon submittal, plans will be reviewed by the City of Kannapolis Technical Review Committee. (see page 3 for fees and timeline)

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS

Plans must be submitted to the County in order to receiving a Building Permit. Typically, **plans can be reviewed concurrently** by the City and the County.

Cabarrus - 65 Union Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis (regardless of being located in Rowan County) is reviewed by Cabarrus County.

Rowan - 402 North Main Street, Salisbury, NC 28144-4373; (p) 704.216.8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ) is reviewed by Rowan County.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT)

Leah Wagner - 615 Concord Road, Albemarle, NC 28001; (p) 704.983.4360

Any development taking place on a state-maintained street must submit plans to NCDOT.

NORTH CAROLINA RAILROAD (NCRR)

John Spencer - 2809 Highwoods Blvd., Suite 100, Raleigh, NC 27604; (p) 919.954.7601

Any development taking place along the railway corridor must submit plans to NCRR.

This includes any property within approximately 100' of the railroad.

SUBMITTAL REQUIREMENTS

Plan submittals not containing all applicable elements listed below will be considered incomplete and will not be accepted. Plans will not be distributed to the Technical Review Committee (TRC) until all submittal requirements have been met.

NEW CONSTRUCTION - SITE PLANS AND BUILDING PLANS

- 1 Complete Application for Site Plan Review (pages 4 and 5)
- 1 Site Plan Review Check Sheet
- Site Plan Review Fee - \$200 for first acre, \$100 for each additional acre
- 4 sets of Civil Drawings including Landscaping Plan
- 1 copy of Stormwater Management Report, calculations, and associated drawings
- 1 set of Full Architectural/Building Plans (if design review required)
- 1 set of Sprinkler and Fire Alarm Plans
- 1 digital copy of the plans in .PDF format on CD

INTERIOR UPFITS ONLY

- 1 Complete Application for Site Plan Review (pages 4 and 5)
- 1 set of Full Architectural/Building Plans
- 1 set of Sprinkler and Fire Alarm Plans
- 1 digital copy of the plans in .PDF format on CD

FEES

The Site Plan Review Fee is due at the time of application. All other fees are paid upon issuance of the Zoning Clearance Permit. The following fees should be paid at the Planning Department:

- Site Plan Review Fee (not applicable to upfit-only reviews)
- Zoning Permit Fee
- Fire Department Fee
- Tap Fee
- Driveway Fee (only applicable to development taking access from streets maintained by the City of Kannapolis)
- Water Recovery Fee (only applicable to development in the Western Growth Area)
- Sidewalk Fee (only applicable if sidewalk exception has been requested and approved)

BUSINESS LICENSE

The City of Kannapolis no longer requires a Business License due to changes in State Law.

REVIEW SCHEDULE

Initial Site Plan Submittal

- Complete site plan submittals, received by Monday at 5 pm, will be placed on the following Wednesday's TRC Agenda. **Please note that this does not mean the plans are reviewed at that meeting; only distributed to the necessary departments.*
- All reviewing departments have a minimum of two (2) weeks to review plans and provide comments. *(Review times may vary depending on the number of projects under review)*
- Comments from all departments will be provided to the City of Kannapolis Plan Review Coordinator.
- The contact person as listed on the application will then receive the comments from the Plan Review Coordinator within two (2) business days. *(Comment response times may vary depending on number of projects under review)*

Site Plan Revision Submittals

- Revisions submitted by Monday at 5 pm will be placed on the following Wednesday's TRC Agenda.
- All reviewers have one (1) week to review revised plans and provide comments. *(Review times may vary depending on the number of projects under review)*
- The contact person as listed on the application will then receive the comments from the Plan Review Coordinator within two (2) business days *(Comment response times may vary depending on number of projects under review)*
- This process continues until all comments are addressed.

Approval of Site Plan

- Once plans have been approved, the contact person as listed on the application will be notified.
- All remaining fees must be paid prior to receiving the Zoning Clearance Permit.
- The Zoning Clearance Permit should then be taken to the County to obtain a Building Permit.

APPLICATION FOR SITE PLAN REVIEW

Project Name: _____ Parcel ID: _____
 Physical Address: _____ Zoning District: _____

New Construction

<u>Project Description</u> <input type="checkbox"/> addition/expansion <input type="checkbox"/> change of use <input type="checkbox"/> other _____	<u>Proposed Use (check all that apply)</u> <input type="checkbox"/> multi-family <input type="checkbox"/> office/institutional <input type="checkbox"/> retail <input type="checkbox"/> manufacturing/industrial <input type="checkbox"/> warehousing <input type="checkbox"/> transportation/utility	<u>Description of use (ie. restaurant, real estate office, etc.)</u> _____ _____ _____ _____
<u>Square Footage</u> Existing: _____ Proposed: _____		

Upfit Only

<u>Project Description</u> <input type="checkbox"/> upfit <input type="checkbox"/> change of use <input type="checkbox"/> other _____	<u>Proposed Use (check all that apply)</u> <input type="checkbox"/> multi-family <input type="checkbox"/> office/institutional <input type="checkbox"/> retail <input type="checkbox"/> manufacturing/industrial <input type="checkbox"/> warehousing <input type="checkbox"/> transportation/utility	<u>Description of use (ie. restaurant, real estate office, etc.)</u> _____ _____ _____ _____
<u>Square Footage</u> Existing: _____ Proposed: _____		

Grading Permit Information

Yes	No	
		Is the proposed land disturbance greater than 1 acre? If yes, submit a copy of the Sedimentation and Erosion Control Plan Approval from NCDENR.
		Is site development proposed within the FEMA 100-year flood fringe? If yes, submit a Floodplain Development Permit Application. Please contact Zac Gordon, City of Kannapolis Floodplain Administrator, at 704.920.4350 or email questions to zgordon@kannapolisnc.gov .
		Will any activity impact a City of Kannapolis public street Right-of-Way? If yes, submit a City of Kannapolis encroachment request.
		Will any activity impact an NCDOT public street Right-of-Way? If yes, submit NCDOT approval of encroachment request.
		Will any activity take place within a public utility easement? (i.e. water, sanitary sewer, storm drainage, power, gas) If yes, provide approval of encroachment from the utility owner(s).

PLAN REVIEW CONTACT LIST

Contact Person A contact person shall be designated for each project. This person shall be the individual that official correspondence to and from the City of Kannapolis Plan Review Coordinator shall be transmitted.

Applicant/Company: _____
Contact Person: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Property Owner: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Additional Contacts These individuals will not receive direct correspondence from the Plan Review Coordinator; however this information is requested to assist the Technical Review Committee members in the review of submitted plans and to provide a project contact for an item that may require particular expertise.

Project Contractor: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Project Engineer: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Project Architect: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Fire Alarm Co: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____

Sprinkler Co: _____
Address: _____
Phone: _____ Ext. _____ Fax: _____
E-Mail: _____